

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL / EMPLOYMENT OPPORTUNITY - (PART TIME)

Vacancy No.: 294-1

Title of Position: Library Aide

Vacancy exists in the Warwick Public Library

Salary Range: \$15.24 - \$19.25 per hour/19 hours per week

Date Posted: October 20, 2016

Deadline for Applying: November 2, 2016

Examination Weight: 60% Written/40% Oral

Statement of Duties: Under the general supervision of the Director of the Library registers patrons for library cards and checks materials in and out to library patrons. Duties include assisting the public by interpreting library policies; processing material to be loaned to other libraries and materials borrowed from other libraries; preparing trucks of books to be shelved; sorting returned library materials; collecting fines and other fees; searching stacks for materials claimed lost or returned; reading shelves to insure correct arrangement; cleaning and inspecting various items such as compact disks; shelving library materials; performing related work as required.

Education & Experience: Such as may have been gained through graduation from a standard high school with six months to one year related work experience and/or training; or any equivalent combination of education and experience.

Special Note: Applicant will also be subject to background criminal check prior to employment. Negative findings may prevent applicant from being considered.

T.D.D.739-9150

Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER